

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
215 North 17th Street
Omaha, Nebraska 68102-4978

DM 380-1-2

CEMRO-SE

Memorandum
No. 380-1-2

1 May 1989

Security
EMERGENCY REMOVAL OR SAFEGUARDING PLAN FOR CLASSIFIED INFORMATION

1. Purpose. The purpose of this Memorandum is to provide for emergency removal or safeguarding of all classified matter in the Omaha District should civil disturbance, disaster, terrorist activity, or enemy action so require.

2. Applicability. These procedures are applicable to all elements of the Omaha District.

3. Reference. AR 380-5 and OCE Supplement 1 thereto.

4. General.

a. The best preparation for the emergency removal/destruction of classified material is an ongoing program in the reduction of classified material on hand.

b. This plan visualizes a situation arising from civil disturbances, natural disaster, terrorist activity, or enemy action requiring prompt action to protect classified information.

c. During regular duty hours, custodians and alternate custodians will normally be present to perform the necessary actions. During nonduty hours, such personnel will be expected to report to their office, upon notification, to take necessary action.

d. Destruction of classified material is authorized only in extreme situations where it is apparent the information will be disclosed to unauthorized persons. Time permitting, action should be limited to securing or removing classified information to a safe location. The District Commander or District Security Manager will initiate any orders concerning emergency destruction of classified materials.

5. Implementation. Emergency removal of Omaha District classified information will be accomplished as follows:

a. Enemy Action/Terrorist Activity. In the event of such action, chiefs of Omaha District Office staff elements and heads of field offices will be

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- (a) By removing classified containers from present location.
- (b) By removing the classified material from the security containers to other security containers which will provide greater security.
- (3) TOP SECRET containers and/or their contents will be moved to predetermined vault areas such as Omaha District or a protected military base with adequate facilities for the storage of TOP SECRET materials, such as Offutt AFB, Nebraska.

6. Responsibilities.

a. All elements maintaining classified information must have a classified documents custodian and alternate custodian. They are responsible to ensure that classified material is given best possible protection at all times. Chiefs of staff elements and heads of field offices will ensure proper dissemination of these instructions to all persons so designated.

b. The Security Manager will monitor this plan and will coordinate such additional actions as may be required for its implementation. This individual is authorized to obtain the assistance of all custodians and alternate custodians.

c. All Division, separate, and Field offices that have a classified documents custodian will have a written Standing Operating Procedure (SOP) concerning the safeguarding of classified information during emergencies. A copy of that SOP will be provided to the Security Manager.

d. Transportation needs arising from this plan will be provided for Omaha District Office staff elements by Chief, Logistics Management Office. Heads of field offices will fulfill their needs locally.

FOR THE COMMANDER:



CHARLES W. JONES
LTC, Corps of Engineers
Deputy Commander

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